

EXECUTIVE ASSISTANT

INTRODUCTION

This position is located in the Immediate Office of the Administrator. The proposed incumbent will serve as Executive Assistant to the Administrator.

The proposed incumbent of the position requested for an Administratively Determined position will not be able to adequately perform her duties without being privy to the political, personal and management philosophies of the Administrator. A confidential relationship is imperative since the incumbent will speak for the Administrator and as such, will be expected to reflect her supervisor's philosophies in conversation with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Administrator in correspondence and other communications with Agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

1. The duties of this position include responsibility for providing confidential personal and managerial assistance to the Administrator. This involves the performance of a wide variety of duties, consisting of channeling information and screening matters that are to be taken up directly with the Administrator in order to conserve their time and relieve them of the details of office management. Tact, discretion, a broad knowledge of Agency activities, as well as experience and resourcefulness are essential in meeting a variety of complex and difficult inter-personal relationships.
2. Develop and apply analytical approaches, methodologies, concepts and techniques to plan and carry out studies/projects to assist the organization in program planning, measurement, or progress evaluation. Provide insight and advice based on proven techniques and procedures. Provide alternatives to complex and interrelated problems identified. Identify and research the pros and cons of alternative solutions. Plan, evaluate, coordinate, and integrate activities with other applicable staff elements and functions.
3. Serves as personal representative of the Administrator in telephone and personal contacts with high ranking officials of the Agency, Members of Congress and White House representatives; scientific and research groups and associations; foreign governments and others. Ascertains the reasons for the visit or telephone call and decides whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Administrator. In cases which require the supervisor's attention, schedules appointments, determines which take precedence, decides when an appointment may be interrupted, canceled, rescheduled, etc., as necessary without prior approval. When the matter does not require the supervisor's personal attention but deals with highly technical or detailed information, refers caller to the proper official. On matters which are covered by established policies, explains procedures based on own knowledge of supervisor's thinking.

4. Reviews incoming mail requiring the personal attention of the Administrator, personally replying to all correspondence in cases governed by established policy or where the replies can be made after research and/or discussion with appropriate officials. Prepares replies to invitations to the Administrator by virtue of supervisor's position. Reads a large quantity of material, summarizes pertinent information, pointing out particularly those points which conflict with supervisor's expressed views.

5. Monitors telephone calls, attends meetings, or is briefed on meetings immediately after they take place in order to know what commitments were made and what developments occurred in matters of concern to the supervisor and other Agency officials. On own initiative, as necessary, informs staff and office heads of developments in such conversations and meetings and arranges with them for the implementation of commitments made by the Administrator.

6. Reviews replies and other correspondence and action documents before releasing them to the Administrator. Checks for conformity to sound public relations principles, and reasonableness from the recipient's standpoint, clarity, responsiveness, and compatibility with the Administrator's personal viewpoints and general policy and precedents.

7. Maintains calendar of appointments and conferences, and keeps informed of the Administrator's schedule of activities and commitments to remind them in advance of commitments made. Assembles background information and data, as required, for the Administrator's use in meetings and conferences.

8. Performs other duties as assigned.

SUPERVISORY CONTROLS

Under the general direction of the Administrator, Environmental Protection Agency, the incumbent of this position is free to exercise independent judgement in carrying out assignments of a highly sensitive and confidential nature.